

CONFIDENTIAL

Approved For Release 2002/08/23 : CIA-RDP70-00211R000100210053-8

FILED : Bldg. 7 Ground
RETURN TO 13-1

RECORDS SECTION 7 May 1954

MEMORANDUM FOR THE RECORD:

SUBJECT: Visit to [REDACTED]

25X1A6D

25X1A9A 1. Messers. [REDACTED] Records Management Division, and Mr.
25X1A9A [REDACTED] Security Office, visited with [REDACTED] (27 April 1954) and discussed the following items in connection with [REDACTED]

25X1A9A
25X1

a. Labor Recruitment [REDACTED] stated he would have no trouble recruiting either white or colored labor, but he would recommend the use of colored labor. He is ready to begin this recruitment as soon as we are able to let him know our requirements.

25X1

b. Clerk Stenographers GS-4 [REDACTED] assured us that this position could be filled locally, and that he will begin recruitment at our request.

25X1

c. Equipment and Supplies Any equipment or supplies needed for the operation in [REDACTED] at the time of the move should be processed before hand, according to [REDACTED] This would include vehicles for moving records and courier service, as well as office furniture and supplies. Once the operation is established at [REDACTED] all supplies and equipment will be transferred to the account of [REDACTED] and future requisitions would be processed [REDACTED]

25X1A6D

25X1

(1) It was the impression of this writer that [REDACTED] would requisition anything approved by Headquarters, for which money was available.

25X1

d. Erection of Shelving [REDACTED] offered to furnish labor for the erection of steel shelving in [REDACTED] providing that we furnished the supervision. If this proposition is accepted we can not expect to accomplish the same production rate as that established by men experienced in the erection of shelving, such as a contractors crew or the GSA steel crew.

25X1

25X1

(1) It is the writers opinion that further thought should be given to this matter before a decision is reached. If speed of erection is going to be an important factor, than an experienced crew must be procured.

e. Security The guard [REDACTED] is ample for providing security for [REDACTED] operation. Matters pertaining to exterior lighting and alarm system were to be worked out [REDACTED] It was stated that the present ADT system in the vault cost \$129 a month.

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25X1 f. Classified Waste There is a small out door [] near the
25X1 location of [] that is used 2 or 3 hours a day several days a week,
25X1 according to [] He suggested that our operation could use this
25X1 [] and that we might find it adequate for our needs. After
considering the size [] and the frequency of its use by
other personnel of th [] been decided to go ahead with the
original plan []

25X1

25X1

25X1 g. Communications Three telephone lines have now been installed at
25X1A6D [] and it is now possible to dial [] directly from Headquarters.
[] stated that the load on these lines is already getting heavy
and for that reason, as well as the security angle, we should request
the same number of lines for our operation.

25X1 (1) Courier service [] is provided on the basis of
one run per day. [] is emphatic in stating that we could not
hope to use this service for transporting records requested on loan basis,
since the courier is now carrying a maximum load.

25X1

(a) The writer believes that it will probably be necessary
for the Center operation to deliver records called for on a twice a day
basis - perhaps by 10 o'clock in the morning and 3 o'clock in the after-
noon.

25X1 h. Auxiliary Power The capacity of the present generator in the
auxiliary power system would not be sufficient to furnish more than a
bare minimum of lighting in the Center. It was [] belief that
heating and air conditioning could not be operated by the present system,
and that we should take steps to procure an additional generator.

25X1

25X1 i. General [] emphasized the need for maintaining security
25X1A6D cover at the installation and requested that the operation be referred to
as [] He also pointed out that nothing about our operation should
indicate identification with CIA, for example, the name of the Agency
could not appear on any boxes or packages being handled in our operation.

25X1A9A (1) [] suggested that any of our personnel interested
25X1 in transferring [] be sent down in groups for a tour of the
installation and a visit to town. He offered to answer questions and
furnish information regarding housing, school, and church facilities, and
general living conditions. It was agreed that at the appropriate time a
schedule will be arranged for personnel interested in the transfer.

25X1A9A